

**MINUTES OF COMMITTEE OF THE WHOLE MEETING**  
**October 22, 2018**

The October 22, 2018 Ravenna City Committee of the Whole meeting was called to order at 7:04 P.M. by Council President, Joseph Bica. The following Council members were present: Andrew Kluge, Scott Rainone, Robert Kairis, Amy Michael and Matt Harper. Also attending the meeting were: Mayor Frank Seman; Finance Director, Kimble Cecora; Service Director, Kay Dubinsky; Police Chief Jeff Wallis and Fire Chief Geoff Cleveland.

President Bica said the first item on the agenda is the approval of the Committee of the Whole meeting minutes of September 17, 2018. There being no corrections, additions or changes to the minutes, a motion was made by Ms. Michael to approve the minutes as submitted. The motion as seconded by Mr. Kairis. **Voice Vote: All Ayes.**

President Bica said Item No. 2 is to appropriate an amount to exceed \$1,200.00 from the Capital Improvements Fund to purchase a computer work station for Building/Engineering.

Ms. Michael stated that the amount will be around \$1,100.00 for the Building Department. The computers in the Building Department will be rearranged. This was discussed in committee.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 3 is a request to authorize the Mayor to enter into a contract with Agri-Sludge.

Mr. Bica stated that this is a general housekeeping item for removal of sludge from the wastewater treatment plant.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 4 is a request authorizing the Mayor to apply for a grant through the Ohio Bureau of Worker's Compensation.

Mr. Kluge stated that this is as it reads. Chief Cleveland is going to apply to the Ohio BWC. This grant does require a 3/1 match. The match would be \$20,000.00.

Chief Cleveland stated that they would purchase some items that would help with reducing their exposure to carcinogens by washing their gear and also capture the exhaust from the diesel engines.

Mr. Bica inquired where the match would come from. Mr. Cecora stated it would come from the capital improvements fund.

There being no further discussion, it was decided by those present that legislation would be prepared.

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President Bica said Item No. 5 is a request authorizing the Mayor to apply for the Assistance to Firefighters Grant for a fire engine and self-contained breathing apparatus.

Mr. Kluge stated that this is as it reads. The Chief will apply for AFG at the end of the month. This will be a 5% match. The amount would be \$34,000.00.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 6 is a request to appropriate up to \$20,000.00 from the Capital Improvements Fund (65-74) for building repairs at the fire station (fire escape).

Mr. Kluge stated this is to service and repair the fire escape on the fire station.

Chief Cleveland added that nothing has been done to the fire escape since it was placed on the building.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 7 is a request to authorize the Mayor to enter into a contract with Gatchell Grant Resources, LLC.

Mr. Kluge stated that this is the contact for the grant writing that Chief Cleveland discussed at the last meeting.

Chief Cleveland stated that their fees is up to \$3,000.00 depending on the City receiving an award.

Mr. Cecora suggested that legislation state not to exceed \$2,000.00 just to write the grants.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 8 is a request to authorize the Mayor to enter into a contract with Optum Health Care.

Mr. Kairis stated that this is an extension to the current contract by adding an additional carrier.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No.9 is a request to appropriate up to \$18,000.00 from the Parks Capital Improvements Fund for a replacement Kubota RTV 1100 Tractor.

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Mr. Kairis stated that this is a late addition to replace a tractor that will cost \$18,000.00.

Mr. Cecora stated that this is a front loader. Wanted to get this purchase before fall. It was not budgeted, it was in the 2017 budget and was pulled. It did not get put back into the 2018 budget.

Mr. Bica asked if it was on the long term capital improvements budget. Mr. Cecora stated that it is. Stated that it is a replacement item.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 10 is a request to authorize the Mayor to enter into an agreement with the Auditor of State to prepare the GAAP Audit for 2020.

Mr. Cecora reported that the City has a three year deal for 2017, 2018 and 2019. He was approached and asked if the City would like to add another year at the same cost. Stated that the GAAP audit is a third party financial statement conversion that they do on the City's behalf. This audit is required. This would be not to exceed \$10,000.00. Mr. Cecora is proposing that Council accept this.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 11 is establishing revenue and appropriation accounts for the City-Township shared Economic Director.

Mr. Cecora stated that they are in the process of creating an agreement to have a shared economic development director between the City and Township. Reported that there are some private sector donations. This is also going to include some private/public partnership. Monies have been tendered by individuals that have been solicited, and have been payable to the City of Ravenna. Stated that these checks need to be deposited. Stated he needs to be able to set up some entries to be able to make those deposits.

Ms. Michaels asked if the donations received were for one year or an ongoing donation. Mr. Bica stated that his company did a three year commitment.

Mr. Cecora stated that the money he is holding is a single years' worth of funding, however, those approached have a three year commitment.

Mr. Cecora stated that he needs to get accounts set up and the money deposited.

Mr. Cecora stated that he used the phrase "in anticipation of an agreement being

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executed.”

Mr. Cecora stated that all of this has been cleared by Mr. Cimino since it is a shared venture.

Mr. Cecora stated that the accounting of this will be handled through the City of Ravenna. He will be the custodian and fiscal agent for this venture. This will be a contract employee. Stated the auditors approved how this will be handled.

Mr. Kairis inquired who will pay the employee. Mr. Cecora stated that the contractor will be paid out of these funds. The position will be a 1099 vendor. There will be a MOU between the City and Township.

Mr. Cecora stated that this is to set up the accounts to get the revenues booked and to make sure the private donations can be put on the books.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 12 is the approval of September, 2018 accounting transactions.

Mr. Cecora stated this is an advance to report on. Fronted some monies to cover some encumbrances.

There being no further discussion, it was decided by those present that legislation would be prepared.

There being no further business before the Committee of the Whole, the meeting adjourned at 7:26 P.M.

**ATTEST:**

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Council Clerk

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Joseph Bica, President of Council